



**CITY OF DES PLAINES**  
invites applications for the position of:

## **Plan Coordinator**

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**SALARY:** \$75,750.00 - \$90,000.00 Annually

**OPENING DATE:** 03/16/18

**DESCRIPTION:**

The City of Des Plaines is actively seeking motivated and qualified candidates to become our next Plan Coordinator. This position is a member of the management team of the Community & Economic Development Department. An individual in this position is responsible for the successful management of the permit process, including staff assigned to the review and approval of plans for residential, commercial and industrial construction. This position reports to the Building Official and acts as the Building Official in his/her absence.

**EXAMPLES OF DUTIES:**

- Efficiently and effectively manages personnel, resources and projects assigned to the permitting process.
- Develops a schedule of work and assigns work to clerical staff, monitoring the quality and timeliness of work.
- Monitors the front counter activity and responds to issues which arise by assisting all as needed.
- Responsible for the providing quality customer service and expediency to parties in the permitting process.
- Reviews and approves/disapproves plans submitted to the department which require a permit for compliance with the adopted codes and ordinances of the City.
- Responsible for reviewing or initiating the review of construction documents for residential, commercial and industrial construction and approves permits if acceptable.
- Responds to inquiries verbally, electronically or in writing from a variety of individuals to include but not limited to: homeowners, developers, architects, design professionals.
- Effectively performs inspections of construction and installation of materials, equipment, etc. in new and existing buildings and structures on an as needed basis.
- Provides knowledge, advice and assistance to permit applicants as necessary.
- Examines complaints related to City Code Requirements and consults with staff on reaching resolutions on complaints or Code Infractions informally and formally, when necessary, between all parties.
- Collaborates with the Building Official to meet goals of the Community Development Division.
- Regularly meets with contractors, subcontractors, homeowners, builders, business owners and architects to gather input so he/she can recommend plan revisions in order to correct problems resulting from code violations, interpretations or any ambiguity in the approved plans
- Responds to the public or other inquiries relative to building and code policies and procedures on specific projects and other information
- Performs the responsibilities of the Building Official when he/she is absent and/or on vacation.
- Performs other duties as assigned by Building Official and/or Director of Community & Economic Development.

**TYPICAL QUALIFICATIONS:**

Bachelor's Degree or equivalent in construction management or a related field along with 5-7 years of progressively responsible experience in a related field. An equivalent combination of education and experience can be substituted for any of the minimum qualifications.

Thorough knowledge of building construction methods and materials; considerable knowledge of Federal, State, City and ICC Building Codes; working knowledge of nuisance and zoning codes as they apply to built environment; working knowledge or understanding of occupational hazards and safety precautions or the building trades.

- Ability to communicate and work effectively with architects, contractors and construction personnel while resolving on-site issues; ability to understand and interpret architectural and structural engineering drawings; ability to interpret building codes and regulations; ability to communicate effectively orally and in writing.
- Ability to apply different dispute resolution techniques to bring parties together.
- Ability to manage and effectively work with diverse groups of citizens, employees and business owners.
- Ability to possess and maintain a valid State of Illinois Driver's License with a safe driving record.
- Ability to understand and apply best practices in the following areas:
  - Customer Service
  - Permitting
  - Application of Building & Safety Codes
  - Supervision
  - Workplace Safety

### **SUPPLEMENTAL INFORMATION:**

- While performing the duties of this job, the employee is occasionally required to stand and walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and the ability to adjust focus. Specific hearing abilities required by this job include the ability to hear on construction sites and in large rooms during presentations.
- Work is performed in either an office setting or outdoors in the inspection of various construction sites and other related developments. While outdoors, the employee occasionally works in inclement weather conditions, near moving mechanical parts, high/precarious places, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibrations. The noise level in the work environment is usually quiet in the office to moderate outside.
- Requires the frequent use of hand tools for construction inspections, electronic devices to communicate, computers, phones, automobile and various office equipment.

**The City of Des Plaines is an Equal Opportunity Employer (EOE).**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.desplaines.org>

Position #18-05  
PLAN COORDINATOR  
JL

1420 Miner Street  
Des Plaines, IL 60016  
847-391-5486

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